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Job 1 of 1

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<b>Bulletin Number</b>	12901BR
<b>Type of Recruitment</b>	Open Competitive Job Opportunity
<b>Department</b>	Human Resources
<b>Position Title</b>	ADMINISTRATIVE DEPUTY III
<b>Exam Number</b>	A-1058-B
<b>Filing Type</b>	Open Continuous
<b>Filing Start Date</b>	02/08/2013
<b>Filing End Time</b>	5:00 pm PST
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	\$10,303.27
<b>Salary Maximum</b>	\$15,594.84
<b>Special Salary Information</b>	<b>Management Appraisal of Performance Plan (MAPP):</b> This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.
<b>Benefits Information</b>	<b>Non-Represented Employees</b> • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
<b>General Information</b>	Established in 1984, the Los Angeles County Department of Children and Family Services (DCFS) is the public agency charged with ensuring that children grow up safe, physically and emotionally healthy, educated and in permanent homes. DCFS works to ensure that all children have a connection to family, friends, schools and neighborhoods and provides services to children and their families when they are at-risk due to actual or potential child abuse, abandonment, neglect or exploitation.  The average daily caseload of about 45,500 active cases is served by the DCFS through 18 offices located throughout Los Angeles County including metropolitan Los Angeles, the Antelope Valley, San Gabriel Valley, San Fernando Valley and the South Bay area. The department maintains a culturally diverse workforce and serves a culturally diverse County and communities. The DCFS has an annual budget of more than \$1.8 billion and funding for approximately 7,385 positions.
<b>Position/Program Information</b>	The Administrative Deputy III reports to the Senior Deputy Director, and has responsibility for directing and managing administrative support services which may include budget, management, finance operations, contracts, and human resources functions for the Department.
<b>Essential Job Functions</b>	The Administrative Deputy III duties include, but are not limited to the following:  <ul style="list-style-type: none"> <li>• Directs, through subordinate managers, the central administrative operations and services of the department with a variety of administrative functional areas including finance, contracts, procurement, human resources, and other administrative</li> </ul>

functions.

- Directs the planning, development, and administration of the department with extensive and highly complex fiscal operations including the collection of revenue and control of expenditures; directs the preparation and analysis of the department's budget and participates in budget negotiations and presentations.
- Directs the planning, administration, and evaluation of the human resources program for the department with very extensive personnel operations and activities.
- Initiates and directs highly complex administrative and cost studies of departmental operations and procedures, directs the preparation of reports, and recommends and implements new and revised policies and procedures based on study findings.
- Directs the centralized contracting operations and activities of the department, including the development, administration, and management of a large number of contracts for a variety of technically complex or difficult contract services areas and extensive monitoring requirements.
- Directs the procurement, warehousing, inventory control, and supply distribution operations of the department; evaluates and recommends to executive management policies, procedures, instructions and guidelines for the effective operation of the departmental materials management and procurement systems.
- Formulates, implements, and enforces administrative policies for the department, subject to review by the department head; participates in the development and implementation of departmental goals and objectives.
- Oversees the collection, analysis, and maintenance of production and performance statistics for the department.
- Coordinates the department's centralized administrative support functions and services with that of other divisions and programs, County departments, outside agencies, and vendors.
- Designs and implements strategic direction for administrative operations to effectively meet current and future administrative needs for the entire organization.
- Oversees long and short term planning and policy development for the department with particular emphasis on administrative services and operations.

## Requirements

### Selection Requirements:

#### Option 1

Graduation from an accredited\* college or university with a Bachelor's degree in Business Administration, Public Administration, Management, or a closely related field -and- four years of highly responsible experience managing one or more major administrative support functions such as finance and budget, or human resources at the level of the Los Angeles County class of Administrative Services Manager III\*\* or higher.

#### Option 2

Six years of progressively responsible administrative experience in the analysis and resolution of problems in areas such as financial management, organization, programs, personnel, budget, or systems and procedures; four years of which must have been managing a major administrative support function such as finance and budget, or human resources at the level of the Los Angeles County class of Administrative Services Manager III\*\* or higher.

## Physical Class

Physical Class II - Light: Light physical effort may include occasional light lifting to a 10 pound limit, and some bending, stooping or

	squatting. Considerable walking may be involved.
<b>License(s) Required</b>	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
<b>Desirable Qualifications</b>	<ul style="list-style-type: none"> <li>• Knowledge and experience in preparing budget and monitoring expenditures in a large organization with State and federal funding streams.</li> <li>• Leadership and management experience in providing strategic direction to meet current and future operational needs.</li> <li>• A strong manager with experience in building and motivating professional, accountable and highly trained staff.</li> <li>• Demonstrated ability to work effectively with public officials, other departments, agencies, community groups, private social services organizations and/or labor unions.</li> <li>• Excellent oral and written communications skills.</li> </ul>
<b>Special Requirement Information</b>	**In the County of Los Angeles, Administrative Services Manager III directs a section composed of multiple units responsible for providing administrative services which directly impact the management of major departmental programs and administrative operations.
<b>Accreditation Information</b>	<p><b>*Accreditation:</b> Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the <u>Association of International Credential Evaluators, Inc. (AICE)</u>.</p> <p>In order to receive credit for any college course work, or any type of college degree, such as a Bachelor, or Master's degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application.</p>
<b>Examination Content</b>	<p>The acceptance of your application depends on whether you clearly show that you meet the Selection Requirements. Failure to provide the complete information in in your employment application and Supplemental Questionnaire may impact assessment of your qualifications and acceptance into the examination process. Candidates with the highest qualifications as determined by the screening process will be invited to the interview.</p> <p>This examination will consist of two (2) parts:  Part I: An evaluation of training and experience based on the application information and Supplemental Questionnaire. <b><i>The candidates with the highest qualifications as determined by the screening process will be invited to the interview.</i></b>  Part II: An interview covering training and experience and general ability to perform the duties of the position weighted 100%.</p> <p>Candidates must achieve a passing score of 70% or higher in the examination in order to be placed on the eligible register.</p>
<b>Vacancy Information</b>	The eligible register resulting from this examination will be used to fill one vacancy at the Department of Children and Family Services.
<b>Eligibility</b>	The names of candidates receiving a passing grade in the examination

**Information** will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation. NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS .

**Available Shift** Day

**Application and Filing Information** All applicants are required to submit a standard Los Angeles County Employment Application, Supplemental Questionnaire and resume **ON-LINE ONLY**. Please click on the link below to access the Supplemental Questionnaire.

[http://file.lacounty.gov/dhr/ehr/cms1\\_190191.doc](http://file.lacounty.gov/dhr/ehr/cms1_190191.doc)

The application, Supplemental Questionnaire and resume should include education completed, positions held, salary, any special qualifications and the following information:

Names of schools, colleges or universities attended, dates attended, fields of study, and degrees earned. **(Please enclose verification of degree(s) such as a copy of diploma or transcripts along with your application.)**

For organizations and programs managed, the name of each employer, job title, size of organization's budget, the amount of the budget for which you had direct responsibility, number, and composition of personnel supervised, scope of management responsibilities, functions managed, and dates of employment.

#### INSTRUCTIONS FOR FILING ONLINE:

Apply online only by clicking on the link above or below this bulletin that reads, "Apply to Job" so you can apply online and track the status of your application and get notified of your progress by email.

Applications received after 5:00 p.m., PST on the last day of filing will not be accepted. Applicants must either upload required documents (i.e. Supplemental Questionnaire, resume, verification of degree(s) etc.) as attachments during application submission or fax a photocopy of the required documents to Penny Torres at (213) 613-4773 within five (5) days of filing online. Please include your name, the exam number and exam title on faxed documents.

This examination will remain open until the needs of the service are met, and is subject to closure without prior notice. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

#### SOCIAL SECURITY NUMBER:

All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-111, etc.) will result in an automatic rejection of your application.

#### COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

#### NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their **OWN** user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los Angeles**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans**

**Information** **Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Penny Torres
<b>Department Contact Phone</b>	213 893-9770
<b>Department Contact Email</b>	ptorres@hr.lacounty.gov
<b>ADA Coordinator Phone</b>	213 738-2057
<b>Teletype Phone</b>	213 897-0077
<b>California Relay Services Phone</b>	800-899-4099
<b>Job Field</b>	Administration
<b>Job Type</b>	Officials and Administrators

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